

SECTION B

Quality Review Measures for Career and Technology Education

HIGH SCHOOL/CAREER AND TECHNOLOGY CENTER ADMINISTRATION

To be completed by high school or career and technology center administrators

SOUTH CAROLINA'S STRATEGIC PLAN FOR CAREER AND TECHNOLOGY EDUCATION: TEN VISION THEMES

Accountability

To meet specific measures of performance at all levels.

Business Relationships

To develop a network of business relationships that promotes career awareness and marketable skills.

Curriculum

To develop and implement a relevant curriculum that uses current technology and instructional strategies.

Funding

To acquire the funds essential to achieve the vision.

Leadership

To provide an effective leadership program for career and technology education.

Marketing

To create awareness and to promote the value of career and technology education.

Professional Development

To provide effective professional development.

Recruitment

To develop and implement a system for recruiting and retaining quality educators and students.

Structural Change

To establish a structure that provides opportunities leading to student success.

Technology

To secure and effectively utilize world class technology.

Part 1: Applicable Measures

Directions: Indicate whether or not a measure has been completed by writing **C** ("completed") or **NC** ("not completed") in the blank.

- B.1** _____ A defined program of selected career clusters and career majors shall be provided. (*Curriculum*)
- B.2** _____ The school shall establish a system to evaluate career and technology education programs. (*Accountability*)
- B.3** _____ A school-to-careers program shall be established. (*Accountability and Business Relationships*)
- B.4** _____ Coordination shall exist within and/or between high schools and the career and technology centers. (*Curriculum and Recruitment*)
- B.5** _____ Appropriate administrative, guidance, and support staff shall be provided in order to ensure the effective management of the career and technology education. (*Leadership and Recruitment*)
- B.6** _____ Career and technology education programs shall be provided with the financial support necessary for the accomplishment of program objectives. (*Funding*)
- B.7** _____ Students shall be instructed in the skills and competencies identified in the SCANS (Secretary's Commission on Achieving Necessary Skills) report and in the employers survey report of the South Carolina Chamber of Commerce's Business Center for Excellence in Education. (*Curriculum*)
- B.8** _____ An inventory of equipment, tools, and furnishings shall be conducted annually. (*Accountability*)

Part 2: Evidence Supporting Each Measure

Directions: Put a check (✓) in the box if evidence is available.

B.1 Career Clusters and Career Majors

- ☐ Career clusters have been established for all students.
- ☐ Each career cluster is divided into career majors.
- ☐ Individual graduation plans (IGPs) are required for all students.
- ☐ Curricula and courses have been organized/reorganized.
- ☐ Career clusters are aligned with K–12 schooling, postsecondary education, and the workplace.

B.2 Evaluation of Career and Technology Education Programs

- ☐ A procedure is in place for continuous and periodic evaluation of career and technology education programs.
- ☐ The program evaluation allows for the analysis of
 - ☐ enrollment trends
 - ☐ placement trends
 - ☐ completion rates
 - ☐ teacher performance
 - ☐ budget
 - ☐ relevancy of programs
 - ☐ standards-based instruction
- ☐ The QRM are used for the evaluation.
- ☐ Student performance as measured by the Perkins standards is analyzed and used in part to evaluate the career and technology education program.

B.3 School-to-Careers

- ☐ Various school-to-careers opportunities are available to all students.
- ☐ School-to-careers opportunities available to students are described in writing and are distributed to students, parents, and teachers.
- ☐ School-to-careers materials are available to students and parents.
- ☐ The school-to-careers program consists of work-based learning, school-based learning, and connecting activities.
- ☐ Accurate records are kept on students who participate in school-to-careers activities.
- ☐ Contact with business and industry is evident.

B.4 Coordination within/between Schools

- ☐ Periodic meetings addressing administrative matters are held in high schools, or periodic meetings addressing common issues are held between high schools and career and technology centers.
- ☐ Student scheduling is coordinated annually between high schools and career and technology centers.
- ☐ Coordination meetings of the guidance staff are held in high schools or between high schools and the career and technology centers.

B.5 Administrative, Guidance, and Support Staff

- ☐ The school is adequately staffed to achieve the goals and objectives of the career and technology education program.
- ☐ Clearly written job descriptions are available for administrative, guidance, and support staff.
- ☐ Adequate clerical support services are provided for administrative and guidance staff.
- ☐ Adequate custodial services are provided.

B.6 Financial Support

- ☐ Adequate financial support is provided for
 - ☐ personnel
 - ☐ instructional supplies
 - ☐ equipment
 - ☐ equipment maintenance
 - ☐ travel
- ☐ Accurate financial records are on file.

B.7 SCANS

- ☐ A system is established to deliver SCANS instruction to students.
- ☐ A procedure exists to provide SCANS awareness training to teachers.
- ☐ SCANS materials are available to teachers and students.

B.8 Inventory

- ☐ An inventory of equipment, tools, and furnishings is maintained and on file in both the administrative office and the program office.
- ☐ The annual physical count inventory allows for total accountability for all equipment, tools, and furnishings.
- ☐ The personnel conducting the physical count inventory and the date of the inventory are documented.